SIAP SUMMARY RESULTS
3rd QTR FY99

Categories: SA, P & P, Comptroller, Logistics, Security, M, P, & A, Legal, Cmd Int, TOTAL

Legend:
- Findings
- Observations
- Commendables
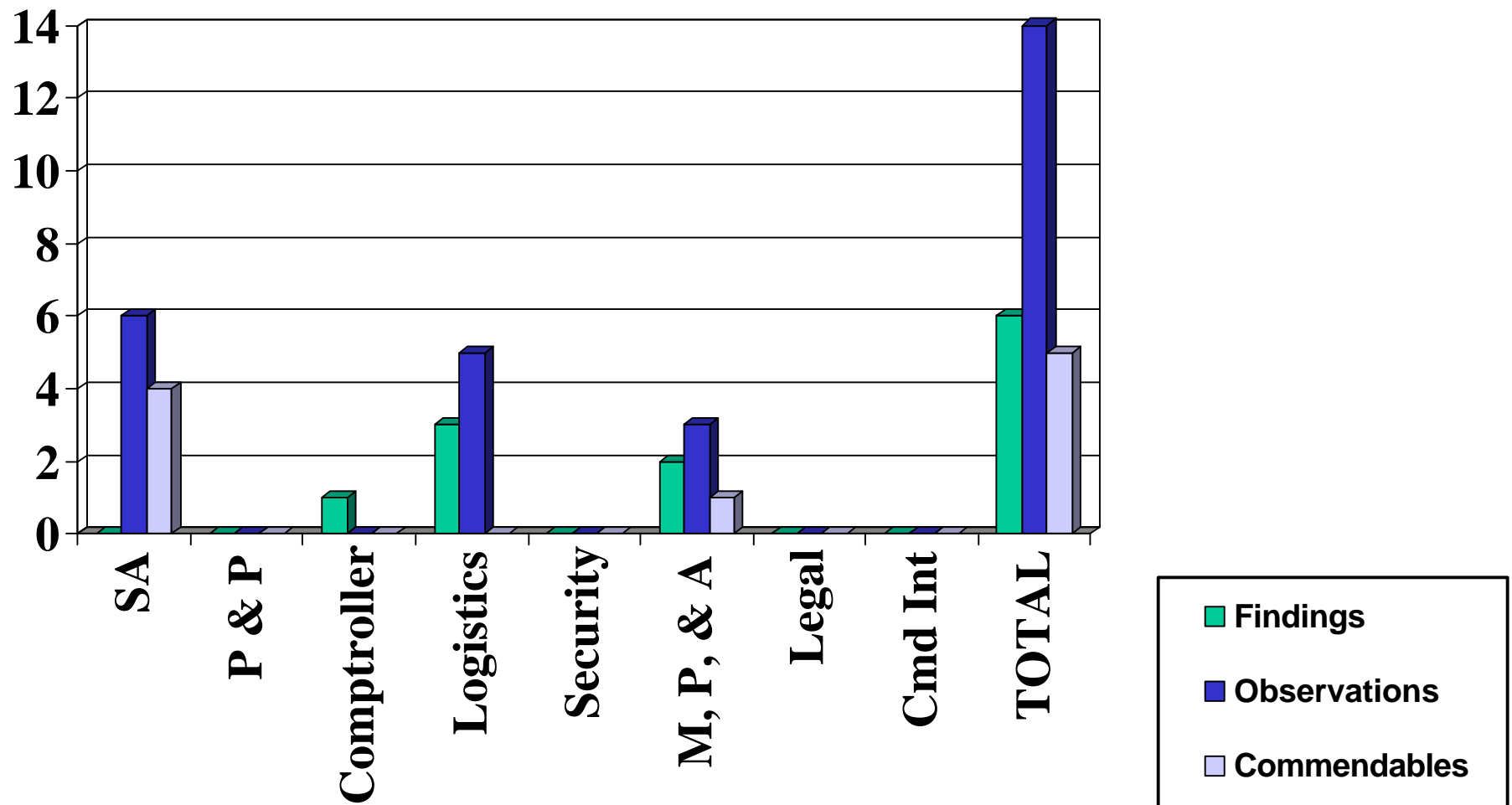
STAFF INSPECTION & ASSISTANCE PROGRAM
QUARTERLY RESULTS SUMMARY
for 3rd Quarter FY99

SECTION NAME & NUMBER	# of FINDINGS	# of OBSERVATIONS	# of COMMENDABLES
SEC I: SECURITY ASSISTANCE		1	
1-1: Publications		1	1
1-2: Plans, Policy, & Host Nation Relations			
1-3: MAP		1	
1-4: FMS			
1-5: DCS & DCA			1
1-6: Training / IMET		3	2
1-7: C-12 Operations			
SEC II: PLANS & POLICY			
2-1: Publications			
2-2: NEOs			
2-3: USDR			
2-4: OPLANS/CONPLANS			
2-5: International Agreements			
SEC III: COMPTROLLER			
3-1: Publications			
3-2: Budget			
3-3: SAARMS			
3-4: Operating Funds Mgmt	1		
3-5: IMC Program			
SEC IV: LOGISTICS			
4-1: Publications			
4-2: Property Acct	3	3	
4-3: ADP		1	
4-4: NTVs		1	
4-5: Facilities			
4-6: Files Mgmt			
SEC V: SECURITY MATTERS			
5-1: Publications			
5-2: Operational Security			
5-3: Information Security			
5-4: Personnel Security			
5-5: Physical Security/AT			
5-6: Automated Information Security			
SEC VI: MANPWR, PERSONNEL & ADMIN			
6-1: Publications			
6-2: Publications Mgmt			1
6-3: Correspondence Mgmt		1	
6-4: Records Mgmt		1	
6-5: Copier Mgmt			
6-6: Mail Program			
6-7: Ration Policy			
6-8: Awards			
6-9: Fitness Program			
6-10: Weight Mgmt			
6-11: Sponsorship Program			

STAFF INSPECTION & ASSISTANCE PROGRAM
QUARTERLY RESULTS SUMMARY
for 3rd Quarter FY99

6-12: Privacy Act Program
6-13: Leave Program   2
6-14: Evaluations (OERs, OPRs, FITREPs)
6-15: Manpower and Organization   1
6-16: Civilian Personnel
6-17: ID Card Mgmt

SEC VII: LEGAL
7-1: Publications
7-2: Legal Documents
7-3: Legal Advice
7-4: Legal Assistance
7-5: Standards of Conduct
7-6: Tax Relief Program
7-7: Criminal Jurisdiction
7-8: Foreign Litigation
7-9: Military Justice
7-10: Claims

SEC VIII: COMMAND INTEREST ITEMS
8-1: Publications
8-2: Education
8-3: Exchanges & Commisaries
8-4: Housing
8-5: MWR
8-6: Medical & Dental
8-7: Religious Activities
8-8: Public Affairs
8-9: Communications

SIAP RESULTS
for
3rd QTR FY99

FINDINGS:

A. SECURITY ASSISTANCE: none

B. PLANS & POLICY: none

C. COMPTROLLER:

    1. The ODC Chief, while escorting the CHOD in the U.S., maintained two hotel rooms for the night of the 23rd of Aug 98; one in Washington, D.C. and one in Fort Leavenworth, Kansas. He actually was located in Fort Leavenworth for that night of the 23rd, and was located in Washington D.C. prior to and including the 22nd and from the 24th of August on. He then requested reimbursement from the government for both hotels on August 23rd via his travel claim and received compensation for each.

D. LOGISTICS:

    1. The ODC property book CTA and JTA are not being maintained in accordance with AR 1-75, Ch 5 and AR 710-2, Ch 2.

    2. The ODC Property Book Officer (PBO) has not documented the results of the annual/cyclic reconciliation of all property allowances with the authorization documents in accordance with AR 1-75, paragraph 5-1.

    3. The ODC Property Book Officer (PBO) is not maintaining a document register in accordance with DA Pamphlet 710-2-1, Ch 2.

E. SECURITY MATTERS: none

F. MANPOWER, PERSONNEL & ADMINISTRATION:

    1. The ODC does not have a leave program in accordance with AR 600-8-10, paragraph 2.2b(1-3).

    2. The ODC Chief and Admin NCO both took regular and/or FEML leave but never processed leave paperwork to be charged for their time off, as directed in AR 600-8-10, paragraph 4.

G. LEGAL: none

H. COMMAND INTEREST ITEMS: none

OBSERVATIONS:

A. SECURITY ASSISTANCE:

    1. ODC does not hold all required publications per SAMM, Appendix C.

    2. ODC does not have or use a continuity book to facilitate personnel transfers or TDY, as required by SAMM, Table 300-4.

    3. ODC has only one unfunded "D" priority course scheduled for the IMET "5th" quarter.

    4. The ODC does not receive verification from the host nation's military that Military Training (FMS) students meet medical requirements prior to issuing each individual's International Travel Order.

    5. The ODC does not have a system or process to ensure all required pre-school briefings and post-school briefings are conducted as required.

    6. The ODC requires assistance to conduct a formal closure of the MAP program.

B. PLANS & POLICY: none

C. COMPTROLLER: none

D. LOGISTICS:

    1. The ODC Property Book Officer (PBO) has not accepted written responsibility for ODC property in accordance with 710-2-1, paragraph 5-2.

    2. ODC property stored in the embassy warehouse is not secure.

    3. The property book officer had not documented the required annual authorization reconciliations and inventories.

    4. The ODC's nontactical vehicle (NTV) standard operating procedures have not been forwarded to ECJ4.

    5. The embassy's Information Management Office (IMO) will cease support to the ODC's unclassified local area network (U-LAN) following the ODC's withdrawal from the Communications Support portion of the International Cooperative Administrative Support Services (ICASS) agreement and no replacement U-LAN support capability has been scheduled.

E. SECURITY MATTERS: none

F. MANPOWER, PERSONNEL & ADMINISTRATION:

    1. MARKS file numbers are not placed in parentheses two spaces after the office or reference symbol on official ODC memorandums in accordance with AR 25-50, Ch2, Section 1, paragraph 2-4a(2).

    2. The ODC records management coordinator (RMC) is not documenting results of annual records management inspections or corrective actions taken in accordance with SM 5-14, paragraph 8d (1 & 2).

    3. A grade discrepancy exists in the ODC's Defense Cooperation in Armament (DCA) Officer's billet.

G. LEGAL: none

H. COMMAND INTEREST ITEMS: none

COMMENDABLES:

A. SECURITY ASSISTANCE:
     1. The ODC conducts English language testing on all students even though not required.
     2. The ODC's continuity files are exceptional.
     3. ODC leadership and execution of the DCA program was exemplary.
     4. The ODC Training Officer managed a myriad of high-profile training programs in a superb manner.

B. PLANS & POLICY: none

C. COMPTROLLER: none

D. LOGISTICS: none

E. SECURITY MATTERS: none

F. MANPOWER, PERSONNEL & ADMINISTRATION:
     1. Publications Management and Records Management are the best encountered in the last six months and are recommended as templates for any other ODC or SAO to follow.

G. LEGAL: none

H. COMMAND INTEREST ITEMS: none